

# **MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES**

## **TITLE 15 - CRIME PREVENTION AND CORRECTIONS**

### **DIVISION 1 CHAPTER 1 SUBCHAPTER 4.**

#### **2001 REVISIONS**

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# **TITLE 15 - CRIME PREVENTION AND CORRECTIONS**

## **DIVISION 1 BOARD OF CORRECTIONS**

### **Chapter 1**

#### **Board of Corrections**

#### **Subchapter 4.**

#### **Minimum Standards for Local Detention Facilities**

### **ARTICLE 1. GENERAL INSTRUCTIONS**

#### **1004. Severability.**

If any article, section, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the State Board of Corrections, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1005. Other Standards and Requirements.**

Nothing contained in the standards and requirements hereby fixed shall be construed to prohibit a city, county, or city and county agency operating a local detention facility from adopting standards and requirements governing its own employees and facilities; provided, such standards and requirements meet or exceed and do not conflict with these standards and requirements. Nor shall these regulations be construed as authority to violate any state fire safety standard, building standard, or health and safety code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1006. Definitions.**

The following definitions shall apply:

“Administering medication,” as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (undispensed), or dispensed supplies.

“Administrative segregation” means the physical separation of different types of inmates from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of these regulations. Administrative segregation is accomplished to provide that level of control and security necessary for good management and the protection of staff and inmates.

“Alternate means of compliance” means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Board of Corrections pursuant to an application.

“Average daily population” means the average number of inmates housed daily during the last fiscal year.

“Board of Corrections” means the State Board of Corrections, which board acts by and through its executive director, deputy directors, and field representatives.

“Court Holding facility” means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

“Custodial personnel” means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose primary duties are the supervision of inmates.

“Delivering medication,” as it relates to managing legally obtained drugs, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

“Developmentally disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

“Direct visual observation” means direct personal view of the inmate in the context of his/her surroundings without the aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.

“Disciplinary isolation” means that punishment status assigned an inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit separate from regular jail inmates.

“Dispensing,” as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

“Disposal,” as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.

“Emergency” means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.

“Emergency medical situations” means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

“Facility/system administrator” means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.

“Facility manager” means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

“Health authority” means that individual responsible for health care services pursuant to a written agreement or job description. A health authority could include a county/city health officer, physician, or medical administrator. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

“Health care” means medical, mental health and dental services.

“Labeling,” as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.

“Legend drugs” are any drugs defined as "dangerous drugs" under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Licensed health personnel” includes but is not limited to the following classifications of personnel: physician/psychiatrist, dentist, pharmacist, physician’s assistant, registered nurse/nurse practitioner/public health nurse, licensed vocational nurse, and psychiatric technician.

“Living areas” means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

“Local detention facility” means any city, county, city and county, or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.

“Local detention system” means all of the local detention facilities that are under the jurisdiction of a city, county or combination thereof whether publicly or privately operated. Nothing in the

standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

“Local Health Officer” means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.”

“Managerial custodial personnel” means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

“Mental Health Director,” means that individual who is designated by contract, written agreement or job description, to have administrative responsibility for the facility or system mental health program.

“Non-sentenced inmate,” means an inmate with any pending local charges or one who is being held solely for charges pending in another jurisdiction.

“Over-the-counter (OTC) Drugs,” as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).

“People with disabilities” includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.

“Pilot Project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Board of Corrections.

“Procurement,” as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.

“Psychotropic medication” means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

“Rated capacity” means the number of inmate occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary isolation housing, were planned and designed in conformity to the standards and requirements contained herein and in Title 24.

“Regional Center for Developmentally Disabled” means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities. Such centers will be referred to as regional centers in these regulations.

“Remodel” means to alter the facility structure by adding, deleting, or moving any of the buildings’ components thereby affecting any of the spaces specified in Title 24, Section 2-470A.

“Repackaging,” as it relates to managing legally obtained drugs, means the transferring of medications from the original manufacturers' container to another properly labeled container.

“Repair” means to restore to original condition or replace with like-in-kind.

“Safety checks” means regular, intermittent and prescribed direct, visual observation to provide for the health and welfare of inmates.

“Sentenced inmate,” means an inmate that is sentenced on all local charges.

“Shall” is mandatory; "may" is permissive.

“Sobering cell” as referenced in Section 1056, refers to an initial “sobering up” place for arrestees who are sufficiently intoxicated from any substance to require a protected environment to prevent injury by falling or victimization by other inmates.

“Storage,” as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.

“Supervisory custodial personnel” means those staff members whose duties include direct supervision of custodial personnel.

“Temporary Holding facility” means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

“Type I facility” means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

“Type II facility” means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

“Type III facility” means a local detention facility used only for the detention of convicted and sentenced persons.



“Type IV facility” means a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1007. Pilot Projects.**

The pilot project is the short-term method used by a local detention facility/system, approved by the Board of Corrections, to evaluate innovative programs, operations or concepts which meet or exceed the intent of these regulations.

The Board of Corrections may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local detention facility. An application for a pilot project shall include, at a minimum, the following information:

- (a) the regulations which the pilot project will affect.
- (b) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.
- (c) The applicant's history of compliance or non-compliance with standards.
- (d) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
  - (1) program activities, exercise and recreation;
  - (2) adequacy of supervision;
  - (3) types of inmates affected; and,
  - (4) inmate classification procedures.
- (e) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary and why the particular approach was selected.
- (f) The projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any.
- (g) A plan for developing and implementing the pilot project including a time line where appropriate.
- (h) A statement of how the overall goal of providing safety to staff and inmates will be achieved.

The Board of Corrections shall consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board of Corrections members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for a pilot project is approved by the Board of Corrections, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Board of Corrections shall not exceed twelve months after its approval date. When deemed to be in the best interest of the application, the Board of Corrections may extend the expiration date for up to an additional twelve months. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance as described in Section 1008 of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6029, Penal Code.

### **1008. Alternate Means of Compliance.**

The alternate means of compliance is the long-term method used by a local detention facility/system, approved by the Board of Corrections, to encourage responsible innovation and creativity in the operation of California's local detention facilities. The Board of Corrections may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations after the pilot project process has been successfully evaluated (as defined in Section 1007). The city, county, or city and county must present the completed application to the Board of Corrections no later than 30 days prior to the expiration of its pilot project.

Applications for alternate means of compliance must meet the spirit and intent of improving jail management, shall be equal to or exceed the existing standard(s) and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- (a) review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.

- (b) The applicant's history of compliance or non-compliance with standards.
- (c) A summary of the "totality of conditions" in the facility or facilities, including but not limited to:
  - (1) program activities, exercise and recreation;
  - (2) adequacy of supervision;
  - (3) types of inmates affected; and,
  - (4) inmate classification procedures.
- (d) A statement of the problem the alternate means of compliance is intended to solve, how the alternative will contribute to a solution of the problem and why it is considered an effective solution.
- (e) The projected costs of the alternative and projected cost savings to the city, county, or city and county if any.
- (f) A plan for developing and implementing the alternative including a time line where appropriate.
- (g) A statement of how the overall goal of providing safety to staff and inmates was achieved during the pilot project evaluation phase (Section 1007).

The Board of Corrections shall consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board of Corrections members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for an alternate means of compliance is approved by the Board of Corrections, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. The Board of Corrections may require regular progress reports and evaluative data as to the success of the alternate means of compliance. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Board of Corrections may revise the minimum jail standards during the next biennial review (reference Penal Code Section 6030) based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6029, Penal Code.

## **ARTICLE 2. INSPECTION AND APPLICATION OF STANDARDS**

### **1010. Applicability of Standards.**

(a) All standards and requirements contained herein shall apply to Types I, II, III and IV facilities except as specifically noted in these regulations.

(b) Court holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements
- (2) 1024, Court Holding and Temporary Holding Facility Training
- (3) 1027, Number of Personnel
- (4) 1028, Fire and Life Safety Staff
- (5) 1029, Policy and Procedures Manual
- (6) 1032, Fire Suppression Preplanning
- (7) 1044, Incident Reports
- (8) 1050, Classification Plan
- (9) 1051, Communicable Diseases
- (10) 1052, Mentally Disordered Inmates
- (11) 1053, Administrative Segregation
- (12) 1057, Developmentally Disabled Inmates
- (13) 1058, Use of Restraint Devices
- (14) 1068, Access to Courts and Counsel
- (15) Title 24, Section 13-102(c)1, Letter of Intent
- (16) Title 24, Section 13-102(c)3, Program Statement
- (17) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (18) Title 24, Section 13-102(c)6C, Design Requirements
- (19) Title 24, Section 2-470A.2, Design Criteria for Required Spaces
- (20) Title 24, Section 2-470A.3, Design Criteria for Furnishings and Equipment
- (21) 1200, Responsibility for Health Care Services
- (22) 1218, Inmate Deaths
- (23) 1219, Suicide Prevention Program
- (24) 1220, First Aid Kit(s)
- (25) 1246, Food Serving
- (26) 1280, Facility Sanitation, Safety, Maintenance

(c) Temporary holding facilities shall comply with the following regulations:

- (1) 1012, Emergency Suspensions of Standards or Requirements

- (2) 1024, Court Holding and Temporary Holding Facility Training
- (3) 1027, Number of Personnel
- (4) 1028, Fire and Life Safety Staff
- (5) 1029, Policy and Procedures Manual
- (6) 1032, Fire Suppression Preplanning
- (7) 1044, Incident Reports
- (8) 1050, Classification Plan
- (9) 1051, Communicable Diseases
- (10) 1052, Mentally Disordered Inmates
- (11) 1053, Administrative Segregation
- (12) 1057, Developmentally Disabled Inmates
- (13) 1058, Use of Restraint Devices
- (14) 1067, Access to Telephone
- (15) 1068, Access to Courts and Counsel
- (16) Title 24, Section 13-102(c)1, Letter of Intent
- (17) Title 24, Section 13-102(c)3, Program Statement
- (18) Title 24, Section 13-102(c)5, Submittal of Plans and Specifications
- (19) Title 24, Section 13-102(c)6C, Design Requirements
- (20) Title 24, Section 2-470A.2, Design Criteria for Required Spaces
- (21) Title 24, Section 2-470A.3, Design Criteria for Furnishings and Equipment
- (22) 1200, Responsibility for Health Care Services
- (23) 1207, Medical Receiving Screening
- (24) 1209, Transfer to Treatment Facility
- (25) 1212, Vermin Control
- (26) 1213, Detoxification Treatment
- (27) 1218, Inmate Deaths
- (28) 1219, Suicide Prevention Program
- (29) 1220, First Aid Kit(s)
- (30) 1240, Frequency of Serving
- (31) 1241, Minimum Diet
- (32) 1243, Food Manager
- (33) 1246, Food Serving
- (34) 1280, Facility Sanitation, Safety, Maintenance

(d) The following sections are applicable to temporary holding facilities where such procedural or physical plant items are utilized.

- (1) 1055, Use of Safety Cell
- (2) 1056, Use of Sobering Cell
- (3) 1058, Use of Restraint Devices
- (4) 1080, Rules and Disciplinary Penalties
- (5) 1081, Plan for Inmate Discipline
- (6) 1082, Forms of Discipline
- (7) 1083, Limitations on Disciplinary Actions
- (8) 1084, Disciplinary Records
- (9) Title 24, Section 2-470A.2.1 Area for Reception and Booking
- (10) Title 24, Section 2-470A.2.3 Sobering Cell

- (11) Title 24, Section 2-470A.2.4 Safety Cell
- (12) Title 24, Section 2-470A.3.4 Design Criteria for Showers
- (13) Title 24, Section 2-470A.3.5 Design Criteria for Beds/Bunks
- (14) Title 24, Section 2-470A.3.8 Design Criteria for Cell Padding
- (15) 1270, Standard Bedding and Linen Issue
- (16) 1272, Mattresses

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1012. Emergency Suspensions of Standards or Requirements.**

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board of Corrections in writing in the event that such a suspension lasts longer than three days. In no event shall such a suspension continue more than 15 days without the approval of the chairperson of the Board of Corrections for a time specified by him/her.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1013. Criminal History Information.**

Such criminal history information as is necessary for the conduct of facility inspections as specified in Section 6031.1 of the Penal Code and detention needs surveys as specified in Section 6029 of the Penal Code shall be made available to the staff of the Board of Corrections. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6029, 6030, and 11105 Penal Code.

### **1016. Contracts for Local Detention Facilities.**

In the event that a county, city or city and county contracts for a local detention facility with a community-based public or private organization, compliance with appropriate Title 15 and Title 24 regulations shall be made a part of the contract. Nothing in this standard shall be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 3. TRAINING, PERSONNEL, AND MANAGEMENT**

### **1020. Corrections Officer Core Course.**

- (a) Except as specified in this section, all custodial personnel of a Type I, II, III, or IV facility shall participate in the "Corrections Officer Core Course" as described in Section 179 of Title 15, CCR.
- (b) Custodial personnel who have satisfactorily completed the course of instruction required by Penal Code Section 832.3 shall also participate in the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, CCR.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1021. Jail Supervisory Training.**

In addition to the requirements set forth in Sections 6031.6 and 6035 of the Penal Code, supervisory custodial personnel of Type I, II, III, and IV facilities shall participate in 80 hours of STC (as described in Section 181, Title 15, CCR) or POST supervisory training. In addition to the supervisory training, such supervisory personnel of any Type I, II, III or IV facility shall be required to complete either the Corrections Officer Core training pursuant to Section 1020, or the annual training prescribed under Section 184, Title 15, CCR. This training shall be completed as soon as practical, but in any event not more than one year after the date of assignment to custodial duties.

NOTE: Authority cited: Sections 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

### **1023. Jail Management Supplemental Training.**

In addition to the requirements set forth in Sections 6031.6 and 6035 of the Penal Code, all managerial custodial personnel including the facility manager of a Type I, II, III, or IV facility shall participate in the annual training prescribed under Section 184, Title 15, CCR.

This course shall be completed as soon as practical, but in any event not more than one year after the date of assignment to custodial duties. This course is specific to jail management and other management training required by STC or POST shall not be substituted.

NOTE: Authority cited: Sections 6030, 6031.6 and 6035, Penal Code. Reference: Section 6030, Penal Code.

### **1024. Court Holding and Temporary Holding Facility Training.**

Custodial personnel who are responsible for supervising inmates in, and supervisors of, a court holding or temporary holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:

- (a) applicable minimum jail standards;
- (b) jail operations liability;

- (c) inmate segregation;
- (d) emergency procedures and planning; and,
- (e) suicide prevention.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Eight hours of refresher training shall be completed once every two years.

Each agency shall determine if additional training is needed based upon, but not limited to, the complexity of the facility, the number of inmates, the employees' level of experience and training, and other relevant factors.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1025. Continuing Professional Training.**

All facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall participate in the "annual required training" specified in Section 184 of Title 15, CCR.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1027. Number of Personnel.**

A sufficient number of personnel shall be employed in each local detention facility to conduct at least hourly safety checks of inmates through direct visual observation of all inmates and to ensure the implementation and operation of the programs and activities required by these regulations. There shall be a written plan that includes the documentation of routine safety checks.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall in like manner be immediately available and accessible to such females.

Additionally, in Type IV programs the administrator shall ensure a sufficient number of personnel to provide case review, program support, and field supervision.

In order to determine if there is a sufficient number of personnel for a specific facility, the facility administrator shall prepare and retain a staffing plan indicating the personnel assigned in the facility and their duties. Such a staffing plan shall be reviewed by the Board of Corrections staff at the time of their biennial inspection. The results of such a review and recommendations shall be reported to the local jurisdiction having fiscal responsibility for the facility.



NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, 6031 and 6031.1, Penal Code.

### **1028. Fire and Life Safety Staff.**

Pursuant to Penal Code Section 6030(c), effective January 1, 1980, whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the Board of Corrections for general fire and life safety which relate specifically to the facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1029. Policy and Procedures Manual.**

Facility administrators shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations. Such a manual shall be made available to all employees and shall be updated at least annually.

- (a) The manual for Temporary Holding, Type I, II, and III facilities shall provide for, but not be limited to, the following:
- (1) Table of organization, including channels of communications.
  - (2) Inspections and operations reviews by the facility administrator/manager.
  - (3) Policy on the use of force.
  - (4) Policy on the use of restraint equipment.
  - (5) Procedure and criteria for screening newly received inmates for release per Penal Code Sections 849(b)(2) and 853.6, and any other such processes as the facility administrator is empowered to use.
  - (6) Security and control including physical counts of inmates, searches of the facility and inmates, contraband control, and key control. Each facility administrator shall, at least annually, review, evaluate, and make a record of security measures. The review and evaluation shall include internal and external security measures of the facility.
  - (7) Emergency procedures include:
    - (A) fire suppression preplan as required by Section 1032 of these regulations;
    - (B) escape, disturbances, and the taking of hostages;
    - (C) civil disturbance;
    - (D) natural disasters;
    - (E) periodic testing of emergency equipment; and,
    - (F) storage, issue, and use of weapons, ammunition, chemical agents, and related security devices.
  - (8) Suicide Prevention.
  - (9) Segregation of Inmates.

The policies and procedures required in subsections (6) and (7) may be placed in a separate manual to ensure confidentiality.

- (b) The manual for court holding facilities shall include all of the procedures listed in subsection (a), except number (4).
- (c) The manual for Type IV facilities shall include, in addition to the procedures required in subsection (a), except number (4), procedures for:
  - (1) accounting of inmate funds;
  - (2) community contacts;
  - (3) field supervision;
  - (4) temporary release; and,
  - (5) obtaining health care.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1032. Fire Suppression Preplanning.**

Pursuant to Penal Code Section 6031.1 (b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, with the State Fire Marshal, or both, in developing a plan for fire suppression which shall include, but not be limited to:

- (a) a fire suppression pre-plan by the local fire department to be included as part of the manual of policy and procedures (15 California Code of Regulations 1029);
- (b) regular fire prevention inspections by facility staff on a monthly basis with two year retention of the inspection record;
- (c) fire prevention inspections as required by Health and Safety Code Section 13146.1 (a) and (b) which requires annual inspections;
- (d) an evacuation plan; and,
- (e) a plan for the emergency housing of inmates in the case of fire.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, and 6031.1, Penal Code.

## **ARTICLE 4. RECORDS AND PUBLIC INFORMATION**

### **1040. Population Accounting.**

Except in court holding and temporary holding facilities, each facility administrator shall maintain an inmate demographics accounting system which reflects the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile. Facility administrators shall provide the Board of Corrections with applicable inmate demographic information as described in the Jail Profile Survey.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

#### **1041. Inmate Records.**

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the maintenance of individual inmate records which shall include, but not be limited to, intake information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1044. Incident Reports.**

Each facility administrator shall develop written policies and procedures for the maintenance of written records of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such a written record shall be prepared by the staff assigned to investigate the incident and submitted to the facility manager within 24 hours of the event of an incident.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1045. Public Information Plan.**

Each facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures for the dissemination of information to the public, to other government agencies, and to the news media. The public and inmates shall have available for review the following printed material:

- (a) The State Board of Corrections minimum standards for local detention facilities as found in Title 15 and Title 24 of the California Code of Regulations.
- (b) Facility rules and procedures affecting inmates as specified in sections:
  - (1) 1045, Public Information Plan
  - (2) 1061, Inmate Education Plan
  - (3) 1062, Visiting
  - (4) 1063, Correspondence
  - (5) 1064, Library Service
  - (6) 1065, Exercise and Recreation
  - (7) 1066, Books, Newspapers, and Periodicals
  - (8) 1067, Access to Telephone
  - (9) 1068, Access to Courts and Counsel
  - (10) 1069, Inmate Orientation
  - (11) 1070, Individual/Family Service Programs
  - (12) 1071, Voting
  - (13) 1072, Religious Observance
  - (14) 1073, Inmate Grievance Procedure

- (15) 1080, Rules and Disciplinary Penalties
- (16) 1081, Plan for Inmate Discipline
- (17) 1082, Forms of Discipline
- (18) 1083, Limitations on Discipline
- (19) 1200, Responsibility for Health Care Services

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

## **ARTICLE 5. CLASSIFICATION AND SEGREGATION**

### **1050. Classification Plan.**

- (a) Each administrator of a temporary holding, Type I, II, or III facility shall develop and implement a written classification plan designed to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria which will provide for the safety of the inmates and staff. Such housing unit assignment shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells in a facility.

The written classification plan shall be based on objective criteria and include receiving screening performed at the time of intake by trained personnel, and a record of each inmate's classification level, housing restrictions, and housing assignments.

Each administrator of a Type II or III facility shall establish and implement a classification system which will include the use of classification officers or a classification committee in order to properly assign inmates to housing, work, rehabilitation programs, and leisure activities. Such a plan shall include the use of as much information as is available about the inmate and from the inmate and shall provide for a channel of appeal by the inmate to the facility administrator. An inmate who has been sentenced to more than 60 days may request a review of his classification plan no more often than 30 days from his last review.

- (b) Each administrator of a court holding facility shall establish and implement a written plan designed to provide for the safety of staff and inmates held at the facility. The plan shall include receiving and transmitting of information regarding inmates who represent unusual risk or hazard while confined at the facility, and the segregation of such inmates to the extent possible within the limits of the court holding facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1051. Communicable Diseases.**

Upon identification, the facility manager shall segregate all inmates with suspected communicable diseases until a medical evaluation can be completed. To determine if such segregation shall be made in the absence of medically trained personnel at the time of intake into the facility, an inquiry shall be made of the person being booked as to whether or not he/she has

or has had any communicable diseases or has observable symptoms of communicable diseases, including but not limited to, tuberculosis, other airborne diseases, hepatitis, or other special medical problem identified by the health authority. The response shall be noted on the booking form and/or screening device.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1052. Mentally Disordered Inmates.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures which provide for the identification and evaluation of all mentally disordered inmates with segregation, if necessary to protect the safety of the inmate or others. If a physician's opinion is not readily available, an inmate shall be considered mentally disordered for the purpose of this section if he or she appears to be a danger to himself/herself or others or if he/she appears gravely disabled. A physician's opinion shall be secured within 24 hours of identification or at the next daily sick call, whichever is earliest.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1053. Administrative Segregation.**

Except in Type IV facilities, each facility administrator shall develop written policies and procedures which provide for the administrative segregation of inmates who are determined to be prone to: escape; assault staff or other inmates; disrupt the operations of the jail, or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1054. Administrative Removal - Type IV Facility.**

In Type IV facilities, the facility administrator shall develop written policies and procedures which provide for the administrative removal of an inmate for the safety and well being of the inmate, the staff, the program, the facility, and/or the general public. Such removal shall be subject to review by the facility administrator on the next business day.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1055. Use of Safety Cell.**

The safety cell described in Title 24, Section 2-470A.2.5, shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. The facility administrator, in cooperation with the

responsible physician, shall develop written policies and procedures governing safety cell use and may delegate authority to place an inmate in a safety cell to a physician.

In no case shall the safety cell be used for punishment or as a substitute for treatment.

An inmate shall be placed in a safety cell only with the approval of the facility manager, the facility watch commander, or the designated physician. Continued retention in a safety cell shall be reviewed a minimum of every eight hours. A medical assessment shall be completed within a maximum of 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest. The inmate shall be medically cleared for continued retention every 24 hours thereafter. A mental health opinion on placement and retention shall be secured within 24 hours of placement. Direct visual observation shall be conducted at least twice every thirty minutes. Such observation shall be documented.

Procedures shall be established to assure administration of necessary nutrition and fluids. Inmates shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

NOTE: Authority cited: Section 6030, Penal Code, Reference: Section 6030, Penal Code.

#### **1056. Use of Sobering Cell.**

The sobering cell described in Title 24, Section 2-470A.2.4, shall be used for the holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures developed by the facility administrator. Such inmates shall be removed from the sobering cell as they are able to continue in the processing. In no case shall an inmate remain in a sobering cell over six hours without an evaluation by a medical staff person or an evaluation by custody staff, pursuant to written medical procedures in accordance with Section 1213 of these regulations, to determine whether the prisoner has an urgent medical problem. Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1057. Developmentally Disabled Inmates.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the identification and evaluation of all developmentally disabled inmates.

The health authority or designee shall contact the regional center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1058. Use of Restraint Devices.**

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of restraint devices and may delegate authority to place an inmate in restraints to a physician. In addition to the areas specifically outlined in this regulation, at a minimum, the policy shall address the following areas: acceptable restraint devices; signs or symptoms which should result in immediate medical/mental health referral; availability of cardiopulmonary resuscitation equipment; protective housing of restrained persons; provision for hydration and sanitation needs; and exercising of extremities.

Restraint devices shall only be used on inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.

Inmates shall be placed in restraints only with the approval of the facility manager, the facility watch commander, or the designated physician. Continued retention in restraints shall be reviewed a minimum of every two hours. A medical opinion on placement and retention shall be secured as soon as possible, but no later than four hours from the time of placement. The inmate shall be medically cleared for continued retention at least every six hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than eight hours from the time of placement, to assess the need for mental health treatment.

Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates which makes provision to protect the inmate from abuse. In no case shall restraints be used for discipline, or as a substitute for treatment.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **ARTICLE 6. INMATE PROGRAMS AND SERVICES**

#### **1061. Inmate Education Plan.**

The facility administrator of any Type II or III facility shall plan and shall request of appropriate public officials an inmate education program. When such services are not made available by the appropriate public officials, then the facility administrator shall develop and implement an education program with available resources. Such a plan shall provide for the voluntary academic and/or vocational education of both sentenced and non-sentenced inmates. Reasonable criteria for eligibility shall be established and an inmate may be excluded or removed from any class based on sound security practices or failure to abide by facility rules and regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1062. Visiting.**

- (a) The facility administrator shall develop written policies and procedures for inmate visiting which shall provide for as many visits and visitors as facility schedules, space, and number of personnel will allow. For sentenced inmates in Type I facilities and all inmates in Type II facilities there shall be allowed no fewer than two visits totaling at least one hour per inmate each week. In Type III and Type IV facilities there shall be allowed one or more visits, totaling at least one hour, per week.
- (b) In Type I facilities, the facility administrator shall develop and implement written policies and procedures to allow visitation for non-sentenced detainees. The policies and procedures will include a schedule to assure that non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.
- (c) The visitation policies developed pursuant to this section shall include provision for visitation by minor children of the inmate.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1063. Correspondence.**

The facility administrator shall develop written policies and procedures for inmate correspondence which provide that:

- (a) there is no limitation on the volume of mail that an inmate may send or receive;
- (b) inmate mail may be read when there is a valid security reason and the facility manager approves;
- (c) inmates may correspond, confidentially, with state and federal courts, any member of the State Bar or holder of public office, and the State Board of Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate;
- (d) inmates may correspond, confidentially, with the facility manager or the facility administrator; and,
- (e) those inmates who are without funds shall be permitted at least two postage paid letters each week to permit correspondence with family members and friends but without limitation on the number of postage paid letters to his or her attorney and to the courts.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.



#### **1064. Library Service.**

The facility administrator shall develop written policies and procedures for library service in all Type II, III, and IV facilities. The scope of such service shall be determined by the facility administrator. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material. In Type IV facilities such a program can be either in-house or provided through access to the community.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1065. Exercise and Recreation.**

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program, in an area designed for recreation, which will allow a minimum of three hours of such activity distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facility's security and the inmates' welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.
- (b) The facility administrator of a Type I facility shall make table games and/or television available to inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1066. Books, Newspapers and Periodicals.**

- (a) The facility administrator of a Type II or III facility shall develop written policies and procedures which will permit inmates to purchase, receive and read any book, newspaper or periodical accepted for distribution by the United States Postal Service. Nothing herein shall be construed as limiting the right of a facility administrator to:
  - (1) exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; any matter of a character tending to incite crimes against children; any matter concerning unlawful gambling or an unlawful lottery; the manufacture or use of weapons, narcotics, or explosives.
  - (2) exclude publications or writings based on the physical composition of the material or packaging, or to restrict the sources from which the jail will receive such materials where there is a valid security reason to justify such action;
  - (3) open and inspect any publications or packages received by an inmate; or,
  - (4) restrict the number of books, newspapers or magazines the inmate may have in his cell or elsewhere in the facility at one time.
- (b) The facility administrator of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

#### **1067. Access to Telephone.**

The facility administrator shall develop written policies and procedures which allow reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1068. Access to the Courts and Counsel.**

The facility administrator shall develop written policies and procedures to ensure inmates have access to the court and to legal counsel. Such access shall consist of:

- (a) unlimited mail as provided in Section 1063 of these regulations, and,
- (b) confidential consultation with attorneys.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1069. Inmate Orientation**

- (a) In Type II, III, and IV facilities, the facility administrator shall develop written policies and procedures for the implementation of a program reasonably understandable to inmates designed to orient a newly received inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:
  - (1) correspondence, visiting, and telephone usage rules;
  - (2) rules and disciplinary procedures;
  - (3) inmate grievance procedures;
  - (4) programs and activities available and method of application;
  - (5) medical services;
  - (6) classification/housing assignments; and,
  - (7) court appearance where scheduled, if known.
- (b) In Type I facilities, the facility administrator shall develop written policies and procedures for a program reasonably understandable to non-sentenced detainees to orient an inmate at the time of placement in a living area. Such a program shall be published and include, but not be limited to, the following:
  - (1) rules and disciplinary procedures;
  - (2) visiting rules;
  - (3) availability of personal care items, opportunities for personal hygiene;
  - (4) availability of reading and recreational materials; and,
  - (5) medical/mental health procedures.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1070. Individual/Family Service Programs.**

The facility administrator of a Type II, III, or IV facility shall develop written policies and procedures which facilitate cooperation with appropriate public or private agencies for individual and/or family social service programs for inmates. Such a program shall utilize the services and resources available in the community and may be in the form of a resource guide and/or actual service delivery. The range and source of such services shall be at the discretion of the facility administrator and may include:

- (a) individual, group and/or family counseling;
- (b) drug and alcohol abuse counseling;
- (c) community volunteers;
- (d) vocational testing and counseling;
- (e) employment counseling;
- (f) referral to community resources and programs;
- (g) prerelease and release assistance;
- (h) legal assistance; and,
- (i) regional center services for the developmentally disabled.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1071. Voting.**

The facility administrator of a Type I (holding sentenced inmate workers) II, III or IV facility shall develop written policies and procedures whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1072. Religious Observances.**

The facility administrator of a Type I, II, III or IV facility shall develop written policies and procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1073. Inmate Grievance Procedure.**

- (a) Each administrator of a Type II, III, or IV facility and Type I facilities which hold inmate workers shall develop written policies and procedures whereby any inmate may appeal and have resolved grievances relating to any conditions of confinement, included but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail, and visiting procedures; and food, clothing, and bedding. Such policies and procedures shall include:

- (1) a grievance form or instructions for registering a grievance;

- (2) resolution of the grievance at the lowest appropriate staff level;
- (3) appeal to the next level of review;
- (4) written reasons for denial of grievance at each level of review which acts on the grievance;
- (5) provision for response within a reasonable time limit; and,
- (6) provision for resolving questions of jurisdiction within the facility.

(b) **Grievance System Abuse:**

The facility may establish written policy and procedure to control the submission of an excessive number of grievances.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 7. DISCIPLINE**

### **1080. Rules and Disciplinary Penalties.**

Wherever discipline is administered, each facility administrator shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to verbally instruct them or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1081. Plan for Inmate Discipline.**

Each facility administrator shall develop written policies and procedures for inmate discipline which shall include, but not be limited to, the following elements:

- (a) Designation of one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers. Staff so designated shall not participate in disciplinary review if they are involved in the charges.
- (b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.
- (c) Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and

submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations. In addition:

- (1) charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. A violation(s) shall be acted on no later than 72 hours after an inmate has been informed of the charge(s) in writing. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
  - (2) The inmate shall be permitted to appear on his own behalf at the time of hearing.
  - (3) Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager or designee.
  - (4) The inmate shall be advised of the action taken by the disciplinary officer by a copy of the record required to be kept by Penal Code Section 4019.5.
- (d) Nothing in this section precludes a facility administrator from administratively removing any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending a disciplinary action or a review as required by Section 1054 of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code

### **1082. Forms of Discipline.**

The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following.

- (a) Loss of privileges.
- (b) Extra work detail.
- (c) Short term lockdown for less than 24 hours.
- (d) Removal from work details.
- (e) Forfeiture of "good time" credits earned under Penal Code Section 4019.
- (f) Forfeiture of "work time" credits earned under Penal Code Section 4019.
- (g) Disciplinary isolation.
- (h) Disciplinary isolation diet.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1083. Limitations on Disciplinary Actions.**

The Penal Code and the State Constitution expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations.

- (a) If an inmate is on disciplinary isolation status for 30 consecutive days there shall be a review by the facility manager before the disciplinary isolation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every fifteen days thereafter until the disciplinary status has ended.
- (b) The disciplinary isolation cells or cell shall have the minimum furnishings and space specified in Title 24, Section 2-470A.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 12 and 13 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the facility manager or designee during each 24 hour period.
- (c) Penal Code Section 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates.
- (d) In no case shall a safety cell, as specified in Title 24, Section 2-470A.2.5, or any restraint device be used for disciplinary purposes.
- (e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1265 of these regulations.
- (f) Food shall not be withheld as a disciplinary measure.
- (g) The disciplinary isolation diet described in Section 1247 of these regulations shall only be utilized for major violations of institutional rules.
- (h) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without the review and approval of the facility manager.
- (i) In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1084. Disciplinary Records.**

Penal Code Section 4019.5 requires the keeping of a record of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 10. MEDICAL/MENTAL HEALTH SERVICES**

### **1200. Responsibility for Health Care Services.**

- (a) In Type I, II, III and IV facilities, the facility administrator shall have the responsibility to ensure provision of emergency and basic health care services to all inmates. Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel.

Each facility shall have at least one physician available to treat physical disorders. In Type IV facilities, compliance may be attained by providing access into the community; however, in such cases, there shall be a written plan for the treatment, transfer, or referral in the event of an emergency.

- (b) In court holding and temporary holding facilities, the facility administrator shall have the responsibility to develop written policies and procedures which ensure provision of emergency health care services to all inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1202. Health Service Audits.**

The health authority shall develop and implement a written plan for annual statistical summaries of health care and pharmaceutical services that are provided. The responsible physician shall also establish a mechanism to assure that the quality and adequacy of these services are assessed annually. The plan shall include a means for the correction of identified deficiencies of the health care and pharmaceutical services delivered.

Based on information from these audits, the health authority shall provide the facility administrator with an annual written report on health care and pharmaceutical services delivered.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1203. Health Care Staff Qualifications.**

State and/or local licensure and/or certification requirements and restrictions apply to health care personnel working in the facility the same as to those working in the community. Copies of licensing and/or certification credentials shall be on file in the facility or at a central location where they are available for review.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1204. Health Care Staff Procedure.**

Medical care performed by personnel other than a physician shall be performed pursuant to written protocol or order of the responsible physician.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1205. Medical/Mental Health Records.**

- (a) The health authority shall maintain individual, complete and dated health records which shall include, but not be limited to:
  - (1) receiving screening form/history;
  - (2) medical/mental health evaluation reports;
  - (3) complaints of illness or injury;
  - (4) names of personnel who treat, prescribe, and/or administer/ deliver prescription medication;
  - (5) location where treated; and,
  - (6) medication records in conformance with Section 1216.

- (b) The physician/patient confidentiality privilege applies to the medical/mental health record. Access to the medical/mental health record shall be controlled by the health authority or designee.

The health authority shall ensure the confidentiality of each inmate's medical/mental health record file and such files shall be maintained separately from and in no way be part of the inmate's other jail records. The responsible physician or designee shall communicate information obtained in the course of medical/mental health screening and care to jail authorities when necessary for the protection of the welfare of the inmate or others, management of the jail, or maintenance of jail security and order.

- (c) Written authorization by the inmate is necessary for transfer of medical/mental health record information unless otherwise provided by law or administrative regulations having the force and effect of law.
- (d) Inmates shall not be used for medical/mental health record keeping.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1206. Health Care Procedures Manual.**

The health authority shall, in cooperation with the facility administrator, set forth in writing, policies and procedures in conformance with applicable state and federal law, which are reviewed and updated at least annually and include but are not limited to:

- (a) summoning and application of proper medical aid;
- (b) contact and consultation with private physicians;
- (c) emergency and non-emergency medical and dental services, including transportation;
- (d) provision for medically required dental and medical prostheses and eyeglasses;



- (e) notification of next of kin or legal guardian in case of serious illness which may result in death;
- (f) provision for screening and care of pregnant and lactating women, including postpartum care, and other services mandated by statute;
- (g) screening, referral and care of mentally disordered and developmentally disabled inmates;
- (h) implementation of special medical programs;
- (i) management of inmates suspected of or confirmed to have communicable diseases;
- (j) the procurement, storage, repackaging, labeling, dispensing, administration-delivery to inmates, and disposal of pharmaceuticals;
- (k) use of non-physician personnel in providing medical care;
- (l) provision of therapeutic diets;
- (m) patient confidentiality and its exceptions;
- (n) the transfer of pertinent individualized health care information, or individual documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time each inmate is transferred and prior notification pursuant to Health and Safety Code Sections 121361 and 121362 for inmates with known or suspected active tuberculosis disease. Procedures for notification to the transferring health care staff shall allow sufficient time to prepare the summary. The summary information shall identify the sending facility and be in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to provide for continuity of health care. Necessary inmate medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport.
- (o) forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution shall not be performed by medical personnel responsible for providing ongoing health care to the inmates.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1206.5. Management of Communicable Diseases in a Custody Setting.**

- (a) The responsible physician, in conjunction with the facility administrator and the county health officer, shall develop a written plan to address the identification, treatment, control and follow-up management of communicable diseases including, but not limited to, tuberculosis and other airborne diseases. The plan shall cover the intake screening procedures, identification of relevant symptoms, referral for a medical evaluation, treatment

responsibilities during incarceration and coordination with public health officials for follow-up treatment in the community. The plan shall reflect the current local incidence of communicable diseases which threaten the health of inmates and staff.

- (b) Consistent with the above plan, the health authority shall, in cooperation with the facility administrator and the county health officer, set forth in writing, policies and procedures in conformance with applicable state and federal law, which include, but are not limited to:
- (1) the types of communicable diseases to be reported;
  - (2) the persons who shall receive the medical reports;
  - (3) sharing of medical information with inmates and custody staff;
  - (4) medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;
  - (5) medical confidentiality requirements;
  - (6) housing considerations based upon behavior, medical needs, and safety of the affected inmates;
  - (7) provisions for inmate consent that address the limits of confidentiality; and,
  - (8) reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1207. Medical Receiving Screening.**

With the exception of inmates transferred directly within a custody system with documented receiving screening, a screening shall be completed on all inmates at the time of intake. This screening shall be completed in accordance with written procedures and shall include but not be limited to medical and mental health problems, developmental disabilities, and communicable diseases, including, but not limited to, tuberculosis and other airborne diseases. The screening shall be performed by licensed health personnel or trained facility staff.

The facility administrator and responsible physician shall develop a written plan for complying with Penal Code Section 2656 (orthopedic or prosthetic appliance used by inmates).

There shall be a written plan to provide care for any inmate who appears at this screening to be in need of or who requests medical, mental health, or developmental disability treatment.

Written procedures and screening protocol shall be established by the responsible physician in cooperation with the facility administrator.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 2656 and 6030, Penal Code.

### **1207.5 Special Mental Disorder Assessment.**

An additional mental health screening will be performed, according to written procedures, on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and, if the assessment indicates postpartum psychosis, a referral for further evaluation will be made.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1208. Access to Treatment.**

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration subsequent to the receiving screening. This evaluation shall be performed by licensed health personnel.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1209. Mental Health Services and Transfer to Treatment Facility.**

- (a) The health authority, in cooperation with the mental health director and facility administrator, shall establish policies and procedures to provide mental health services. These services shall include but not be limited to:
  - (1) screening for mental health problems;
  - (2) crisis intervention and management of acute psychiatric episodes;
  - (3) stabilization and treatment of mental disorders; and,
  - (4) medication support services.
- (b) A mentally disordered inmate who appears to be a danger to himself or others, or to be gravely disabled, shall be transferred for further evaluation to a designated Lanterman Petris Short treatment facility designated by the county and approved by the State Department of Mental Health for diagnosis and treatment of such apparent mental disorder pursuant to Penal Code section 4011.6 or 4011.8 unless the jail contains a designated treatment facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1210. Individualized Treatment Plans.**

- (a) For each inmate treated by a mental health service in a jail, the treatment staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.
- (b) For each inmate treated for a major medical problem in a jail, the treatment staff shall develop a written treatment plan. The custody staff shall be informed of the treatment plan when necessary, to ensure coordination and cooperation in the ongoing care of the inmate. This treatment plan shall include referral to treatment after release from the facility when recommended by treatment staff.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1211. Sick Call.**

There shall be written policies and procedures developed by the facility administrator, in cooperation with the health authority, which provides for a daily sick call conducted for all inmates or provision made that any inmate requesting medical/mental health attention be given such attention.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1212. Vermin Control.**

The responsible physician shall develop a written plan for the control and treatment of vermin-infested inmates. There shall be written, medical protocols, signed by the responsible physician, for the treatment of persons suspected of being infested or having contact with a vermin-infested inmate.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1213. Detoxification Treatment.**

The responsible physician shall develop written medical policies on detoxification which shall include a statement as to whether detoxification will be provided within the facility or require transfer to a licensed medical facility. The facility detoxification protocol shall include procedures and symptoms necessitating immediate transfer to a hospital or other medical facility.

Facilities without medically licensed personnel in attendance shall not retain inmates undergoing withdrawal reactions judged or defined in policy, by the responsible physician, as not being readily controllable with available medical treatment. Such facilities shall arrange for immediate transfer to an appropriate medical facility.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1214. Informed Consent.**

The health authority shall set forth in writing a plan for informed consent of inmates in a language understood by the inmate. Except for emergency treatment, as defined in Business and Professions Code Section 2397 and Title 15, Section 1217, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, or conservatees, the informed consent of parent, guardian or legal custodian applies where required by law. Any inmate who has not been adjudicated to be incompetent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to an inmate.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **1215. Dental Care.**

The facility administrator shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each inmate, upon request, under the direction and supervision of a dentist licensed in the state.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **1216. Pharmaceutical Management.**

- (a) The health authority in consultation with a pharmacist and the facility administrator, shall develop written plans, establish procedures, and provide space and accessories for the secure storage, the controlled administration, and disposal of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to, the following:
  - (1) securely lockable cabinets, closets, and refrigeration units;
  - (2) a means for the positive identification of the recipient of the prescribed medication;
  - (3) procedures for administration/delivery of medicines to inmates as prescribed;
  - (4) confirming that the recipient has ingested the medication or accounting for medication under self-administration procedures outlined in Section 1216(d);
  - (5) that prescribed medications have or have not been administered, by whom, and if not, for what reason;
  - (6) prohibiting the delivery of drugs by inmates;
  - (7) limitation to the length of time medication may be administered without further medical evaluation; and,
  - (8) limitation to the length of time required for a physician's signature on verbal orders.
- (9) A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.
- (b) Consistent with pharmacy laws and regulations, the health authority shall establish written protocols that limit the following functions to being performed by the identified personnel:
  - (1) Procurement shall be done by a physician, dentist, pharmacist, or other persons authorized by law.
  - (2) Storage of medications shall assure that stock supplies of legend medications shall be accessed only by licensed health personnel. Supplies of legend medications that have been dispensed and supplies of over-the-counter medications may be accessed by either licensed or non-licensed personnel.
  - (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.
  - (4) Preparation of labels can only be done by a physician, dentist, pharmacist, or other persons, either licensed or non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the inmate. Labels shall be prepared in accordance with section 4076, Business and Professions Code.
  - (5) Dispensing shall only be done by a physician, dentist, pharmacist, or persons authorized by law.

- (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication acting on the order of a prescriber.
  - (7) Delivery of medication may be done by either licensed or non-licensed personnel, e.g., custody staff, acting on the order of a prescriber.
  - (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with the Drug Enforcement Administration disposal procedures.
- (c) Policy and procedures on "over-the-counter" medications shall include, but not be limited to, how they are made available, documentation when delivered by staff and precautions against hoarding large quantities.
- (d) Policy and procedures may allow inmate self-administration of prescribed medications under limited circumstances. Policies and procedures shall include but are not limited to the following considerations:
- (1) Medications permitted for self-administration are limited to those with no recognized abuse potential. Medications for treatment of tuberculosis, psychotropic medication, controlled substances, injectables and any medications for which documentation of ingestion is essential are excluded from self-administration.
  - (2) Inmates with histories of frequent rule violations of any type, or who are found to be in violation of rules regarding self-administration, are excluded from self-administration.
  - (3) Prescribing health care staff document that each inmate participating in self-administration is capable of understanding and following the rules of the program and instructions for medication use.
  - (4) Provisions are made for the secure storage of the prescribed medication when it is not on the inmate's person.
  - (5) Provisions are made for the consistent enforcement of self-medication rules by both custody and health care staff, with systems of communication among them when either one finds that an inmate is in violation of rules regarding self-administration.
  - (6) Provisions are made for health care staff to perform documented assessments of inmate compliance with self-administration medication regimens. Compliance evaluations are done with sufficient frequency to guard against hoarding medication and deterioration of the inmate's health.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1217. Psychotropic Medications.**

The responsible physician, in cooperation with the facility administrator, shall develop written policies and procedures governing the use of psychotropic medications. An inmate found by a physician to be a danger to him/herself or others by reason of mental disorders may be involuntarily given psychotropic medication appropriate to the illness on an emergency basis. Psychotropic medication is any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders. An emergency is a situation in which

action to impose treatment over the inmate's objection is immediately necessary for the preservation of life or the prevention of serious bodily harm to the inmate or others, and it is impracticable to first gain consent. It is not necessary for harm to take place or become unavoidable prior to treatment.

If psychotropic medication is administered during an emergency, such medication shall be only that which is required to treat the emergency condition. The medication shall be prescribed by a physician in written form in the inmate's record or by verbal order in dosage appropriate to the inmate's need. Verbal orders shall be entered in the inmate's record and signed by a physician within 72 hours. The responsible physician shall develop a protocol for the supervision and monitoring of inmates involuntarily receiving psychotropic medication.

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his or her informed consent in accordance with Welfare and Institutions Code Section 5326.2, or has been found to lack the capacity to give informed consent consistent with the county's hearing procedures under the Lanterman-Petris-Short Act for handling capacity determinations and subsequent reviews.

There shall be a policy which limits the length of time both voluntary and involuntary psychotropic medications may be administered and a plan of monitoring and re-evaluating all inmates receiving psychotropic medications, including a review of all emergency situations.

The administration of psychotropic medication is not allowed for disciplinary reasons.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1218. Inmate Deaths.**

The health authority, in cooperation with the facility administrator, shall establish written procedures to ensure that there shall be a medical review of every in-custody inmate death.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1219. Suicide Prevention Program.**

The facility administrator and the health authority shall develop a written plan for a suicide prevention program designed to identify, monitor, and provide treatment to those inmates who present a suicide risk.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1220. First Aid Kit(s).**

First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kit(s). In Court and Temporary Holding facilities, the facility administrator shall have the above approval authority, pursuant to Section 1200 of these regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1230. Food Handlers.**

The responsible physician, in cooperation with the food services manager and the facility administrator, shall develop written procedures for medical screening of inmate food service workers prior to working in the facility kitchen. Additionally, there shall be written procedures for education and ongoing monitoring and cleanliness of these workers in accordance with Section 114020 the Health and Safety Code, California Uniform Retail Food Facilities Law.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 11. FOOD**

### **1240. Frequency of Serving.**

In Temporary Holding, Type I, II, and III facilities, and those Type IV facilities where food is served, food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. If more than 14 hours pass between these meals, supplemental food must be served. Additionally, supplemental food must be served in less than the 14-hour period for inmates on therapeutic diets requiring more than three meals.

A minimum of fifteen minutes shall be allowed for the actual consumption of each meal except for those inmates on therapeutic diets where the responsible physician has prescribed additional time.

If the inmate misses a regularly scheduled facility meal, he or she shall be provided with a sandwich and beverage in lieu of that meal. Inmates on therapeutic diets shall be provided with a full diet meal.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1241. Minimum Diet.**

The minimum diet which shall be met is based upon the Recommended Dietary Allowances (RDA) of the Food and Nutrition Board of the National Research Council, National Academy of Sciences (1989) and upon the California Daily Food Guide. Facilities electing to provide vegetarian diets for any reason shall also conform to the RDA dietary guidelines referenced above. The minimum diet in every 24 hour period shall consist of the full number of servings specified from each of the four food groups below:

- (a) Protein Group. This includes beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter and textured vegetable protein (TVP). A serving equals 14 grams or more of protein except for eggs as listed below. The daily requirements shall be three servings (to total 42 grams or more of protein) selected from the combinations listed



below. In addition, there shall be a requirement to serve a fourth serving from the legumes three days a week.

One serving equals, but is not limited to the following examples:

2 to 3 oz. (without bone) lean, cooked meat, poultry or fish

2 medium eggs

1 cup cooked dry beans, peas or lentils

3 Tbsp. peanut butter

6 oz. Tofu

2 1/4 oz. dry TVP or 1 cup rehydrated, canned or frozen TVP

- (b) Dairy Group. This includes milk (fluid, evaporated or dry; nonfat, reduced fat (1% or 2%), or buttermilk), cheese (cottage, cheddar, etc.), yogurt, and ice cream or ice milk, and pudding. A serving is equivalent to 8 oz. of fluid milk and provides 250 mg. of calcium. All milk must be fortified with Vitamins A and D. The daily requirement is 16 fluid ounces of milk or milk equivalents. For persons 15-17 years of age, or pregnant and lactating women, the requirement is 32 fluid ounces of milk or milk equivalents.

One serving equals, but is not limited to the following examples:

1-1/2 oz. natural cheese

2 oz. processed cheese

1-1/2 cups cottage cheese

1-1/2 cups ice cream or ice milk

1/3 cup dry milk

1/2 cup evaporated milk

1 cup yogurt

1 cup pudding

- (c) Vegetable-Fruit Group. This includes all fresh, frozen, dried and/or canned vegetables and fruits. One serving equals 1/2 cup vegetable or fruit, 6 ounces of juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit, 1/6 large melon, or 1/4 cup dried fruit. The daily requirement of fruits and vegetables shall be five servings. At least one serving shall be from each of the following three categories:

(1) One serving of a fresh fruit or vegetable.

(2) One serving of a Vitamin C source containing 30 mg. or more. One serving equals, but is not limited to the following examples.

Orange

Grapefruit

Broccoli

Brussels Sprouts

Green and red peppers  
(not dehydrated)

Strawberries

Orange juice

Grapefruit juice

Cantaloupe or honeydew  
melon

Tomato juice

Vegetable juice cocktail

Tangerine, large

Cauliflower  
Greens, including collards,  
kale,  
turnip and mustard greens

Cabbage  
Tomato puree  
Tomato paste  
Tomato sauce (6 oz.)  
Potatoes (baked only)

- (3) One serving of a Vitamin A source containing 200 micrograms R.E. or more. One serving equals, but is not limited to the following examples:

Cantaloupe  
Carrots  
Greens, including kale,  
beets, chard, mustard,  
turnips or spinach  
Mixed vegetables with  
carrots (frozen)  
Apricots

Peas and carrots  
Red peppers  
Sweet potatoes or yams  
Apricot nectar (6 oz.)  
Vegetable juice cocktail (6 oz.)  
Pumpkin  
Winter squash

- (d) Grain Group. The daily requirement shall equal six servings. This includes bread, rolls, pancakes, sweet rolls, ready-to-eat cereals, cooked cereals, corn bread, pasta, rice, tortillas, etc. and any food item containing whole or enriched grains. At least three servings from this group must be made with whole or partial whole grain products.

One serving equals, but is not limited to, the following examples:

White (including French and Italian), whole wheat, rye, pumpernickel, or raisin bread	1 slice
Bagel, small	1/2
English muffin, small	1/2
Plain roll, muffin or biscuit	1
Frankfurter roll	1/2
Hamburger bun	1/2
Dry bread crumbs	3 Tbsp.
Crackers:	
Arrowroot	3
Graham,	2-1/2" 2
Matzo,	4" x 6" 1/2
Oyster	20
Pretzels	3-1/8" long, 1/8" dia. 25
Rye wafers	2" x 3-1/2" 3
Saltines	6
Soda	2-1/2" sq. 4
Ready to eat unsweetened cereal	3/4 cup
Cereal, cooked	1/2 cup
Rice, barley, pastas, spaghetti, macaroni,	

noodles, etc.	1/2 cup
Cornmeal, dry	2 Tbsp.
Flour (wheat, whole wheat, carob, soybean, cornmeal, etc.).	2-1/2 Tbsp.
Wheat germ	1/4 cup
Pancakes	5" 1
Waffle	5" 1
Tortilla	6" 1

The following grains meet the partial or whole grain requirement:

barley	rolled oats
cracked wheat	rye
bran	corn meal (germed)
whole wheat flour	soybean flour
brown rice	carob flour

The following bread-cereal products meet the partial or whole grain requirement:

whole wheat bread	oatmeal
corn tortilla	pumpnickel bread
whole grain hot cereal	whole wheat rolls
grits	whole wheat flour tortilla
whole grain pancakes and waffles	whole grain bagels, muffins, and crackers
	whole grain ready-to-eat cereal

Additional servings from the dairy, vegetable-fruit, and bread-cereal groups must be provided in amounts to assure caloric supply is at the required levels. Fat shall be added only in minimum amounts necessary to make the diet palatable. (No less than one tablespoon fat and/or oil shall be provided to meet the body's need for essential nutrients.) A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food served.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **1242. Menus.**

Menus in Type II and III facilities, and those Type IV facilities where food is served, shall be planned at least one month in advance of their use where kitchen facilities are a part of the detention facility. Such menus shall be planned to provide a variety of foods, thus, preventing repetitive meals. Cycle menus shall be approved by a registered dietitian before being used.

If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus, as planned and including changes, shall be evaluated by a registered dietitian at least annually.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1243. Food Manager.**

- (a) In Type II and III facilities with an average daily population of 100 or more, there shall be employed or available, a trained and experienced food services manager to prepare and implement a food service plan that includes the following:
- (1) Developing procedures for actual meal service;
  - (2) Planning menus;
  - (3) Identifying vendors and purchasing food;
  - (4) Identifying the methods, equipment and supplies to be used for transporting and serving food at safe temperatures and of a palatable quality;
  - (5) Implementing a portion control system;
  - (6) Designating and supervising kitchen personnel;
  - (7) Training facility staff in serving food to comply with sanitary standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 6-8, Sections 113700 et seq. California Uniform Retail Food Facilities Laws (CURFFL);
  - (8) Training food service staff and inmates;
  - (9) Arranging to dispose of garbage and trash in a safe and sanitary manner;
  - (10) Preparing a yearly food budget;
  - (11) Planning a logistical support system for the food preparation function;
  - (12) Implementing a food cost accounting system and inventories;
  - (13) Developing an emergency feeding plan; and,
  - (14) Maintaining and repairing food service equipment and appliances.
- (b) In facilities of less than 100 average daily population and in Temporary Holding, Type I, and Type IV facilities, there shall be a written food services plan. This plan, which describes the actual feeding operation and speaks to as many elements listed above as apply to the particular facility, shall be updated as necessary, be kept on file in the facility, and be available for review.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1245. Kitchen Facilities, Sanitation, and Food Storage.**

- (a) Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 1-8, Sections 113700 et seq. California Uniform Retail Food Facilities Law (CURFFL).
- (b) In facilities where inmates prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 113920) are (re)heated and served, the following applicable CURFFL standards may be waived by the local health officer:

- (1) H & S section 114056 - HACCP (Hazard Analysis Critical Control Point) plans; review and approval; approval, enforcement agency fees; suspension or revocation of approval; notice; hearing; decision;
- (2) H & S section 114090 - Utensils and equipment; equipment food-contact surfaces;
- (3) H & S section 114140, - Ventilation;
- (4) H & S section 114150(a) - Floors; and,
- (5) H & S section 114165(b) - Storage area for cleaning equipment and supplies; disposal of mop bucket wastes and other liquid wastes.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **1246. Food Serving.**

Food shall be served only under the immediate supervision of a staff member.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **1247. Disciplinary Isolation Diet.**

- (a) A disciplinary isolation diet which is nutritionally balanced may be served to an inmate. No inmate receiving a prescribed therapeutic diet is to be placed on a disciplinary isolation diet without review by the responsible physician or pursuant to a written plan approved by the physician. Such a diet shall be served twice in each-24 hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. cooked loaf) described below or other equally nutritious diet, along with two slices of whole wheat bread and at least one quart of drinking water if the cell does not have a water supply. The disciplinary diet shall not be continued for longer than 72 hours without the written approval of the facility manager. The use of a disciplinary isolation diet shall constitute an exception to the three-meal-a-day standard.

Should a facility administrator wish to provide an alternate disciplinary diet, such a diet shall be submitted to the Board of Corrections for approval.

- (b) The disciplinary diet loaf shall consist of the following:

- 2-1/2 oz. nonfat dry milk
- 4-1/2 oz. raw grated potato
- 4-1/2 oz. raw carrots, chopped or grated fine
- 1-1/2 oz. tomato juice or puree
- 4-1/2 oz. raw cabbage, chopped fine
- 7 oz. lean ground beef, turkey or rehydrated, canned, or frozen Textured Vegetable Protein (TVP)
- 2-1/2 fl. oz. oil
- 1-1/2 oz. whole wheat flour
- 1/4 tsp. salt
- 4 tsp. raw onion, chopped
- 1 egg
- 6 oz. dry red beans, pre-cooked before baking (or 16 oz. canned or cooked red kidney

beans)  
4 tsp. chili powder

Shape into a loaf and bake at 350-375 degrees for 50-70 minutes.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1248. Therapeutic Diets.**

The prescription of therapeutic diets shall be the sole province of the responsible physician. The therapeutic diets utilized by a facility shall be planned, prepared and served with consultation from a registered dietician. The facility manager shall comply with any therapeutic diet prescribed for an inmate.

The facility manager and responsible physician shall ensure that the therapeutic diet manual, which includes sample menus for therapeutic diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve, the diet manual on an annual basis.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **ARTICLE 12. INMATE CLOTHING AND PERSONAL HYGIENE.**

#### **1260. Standard Institutional Clothing.**

The standard issue of climatically suitable clothing to inmates held after arraignment in all but court holding, temporary holding and Type IV facilities shall include, but not be limited to:

- (a) clean socks and footwear;
- (b) clean outergarments; and,
- (c) clean undergarments;
  - (1) for males -- shorts and undershirt, and,
  - (2) for females -- bra and two pairs of panties.

The inmates' personal undergarments and footwear may be substituted for the institutional undergarments and footwear specified in this regulation. This option notwithstanding, the facility has the primary responsibility to provide the personal undergarments and footwear.

Clothing shall be reasonably fitted, durable, easily laundered and repaired.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1261. Special Clothing.**

Provision shall be made to issue suitable additional clothing essential for inmates to perform such special work assignments as food service, medical, farm, sanitation, mechanical, and other specified work.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1262. Clothing Exchange.**

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of clean clothing. Unless work, climatic conditions, illness, or California Uniform Retail Food Facilities Law, necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1263. Clothing Supply.**

There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the inmate population.

Written policy and procedures shall specify special handling of laundry that is known or suspected to be contaminated with infectious material.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1264. Control of Vermin in Inmates Personal Clothing.**

There shall be written policies and procedures developed by the facility administrator to control the contamination and/or spread of vermin in all inmates personal clothing. Infested clothing shall be cleaned, disinfected, or stored in a closed container so as to eradicate or stop the spread of the vermin.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1265. Issue of Personal Care Items.**

There shall be written policies and procedures developed by the facility administrator for the issue of personal hygiene items. Each female inmate shall be issued sanitary napkins and/or tampons as needed. Each inmate to be held over 24 hours who is unable to supply himself/herself with the following personal care items, because of either indigency or the absence of an inmate canteen, shall be issued:

- (a) toothbrush,
- (b) dentifrice,
- (c) soap,
- (d) comb, and
- (e) shaving implements.

Inmates shall not be required to share any personal care items listed in items "a" through "d." Inmates will not share disposable razors. Double edged safety razors, electric razors, and other

shaving instruments capable of breaking the skin, when shared among inmates, must be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1266. Showering.**

There shall be written policies and procedures developed by the facility administrator for inmate showering/bathing. Inmates shall be permitted to shower/bathe upon assignment to a housing unit and at least every other day or more often if possible.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

#### **1267. Hair Care Services.**

- (a) Hair care services shall be available.
- (b) Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month.
- (c) Equipment shall be disinfected, before use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Chapter 9, Sections 979 and 980, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **ARTICLE 13. BEDDING AND LINENS**

#### **1270. Standard Bedding and Linen Issue.**

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) one serviceable mattress which meets the requirements of Section 1272 of these regulations;
- (b) one mattress cover or one sheet;
- (c) one towel; and,
- (d) one freshly laundered or dry cleaned blanket or more depending upon climatic conditions.

Temporary holding facilities which hold persons longer than 12 hours shall meet the requirements of (a), (b) and (d) above.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.



### **1271. Bedding and Linen Exchange.**

There shall be written policies and procedures developed by the facility administrator for the scheduled exchange of freshly laundered and/or sanitized bedding and linen issued to each inmate housed. Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week. If a top sheet is not issued, blankets shall be laundered or dry cleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or dry cleaned at least every three months.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

### **1272. Mattresses.**

Any mattress issued to an inmate in any facility shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk as referenced in Title 24, Section 2-470A.3.5, Beds. Any mattress purchased for issue to an inmate in a facility which is locked to prevent unimpeded access to the outdoors shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses, Technical Information Bulletin Number 121 dated April 1980.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

## **ARTICLE 14. FACILITY SANITATION AND SAFETY**

### **1280. Facility Sanitation, Safety, and Maintenance.**

The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

Medical care housing as described in Title 24, Section 2-470A.2.14, shall be cleaned and sanitized according to policies and procedures established by the health authority.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.